

## **Release of Withheld for Special International Study or Thesis/Dissertation Research Travel Allowances (IRTA) Funds**

**Where IRTA funding has been awarded for “To-Be-Recruited” National Needs (NN) Graduate Fellows, the funds will be withheld until the Project director provides the information required to show that an appointed NNF student is eligible to participate in the IRTA. The submitted information is examined for technical merit before approval for release of fund. This documentation, as outlined in the published Request for Applications, must be submitted within the required 150 days prior to IRTA travel.**

- (a) Specific destination(s) and duration of the travel**
  - 1. Destination**
  - 2. Duration**
  - 3. Travel details**
- (b) Objectives, timeline, expected outcomes and deliverables;**
- (c) Specific study or thesis research activities (specific tasks) to be done;**
- (d) How the experience will contribute to the USDA NN Fellow’s program of study;**
- (e) Budget narrative specifying and justifying the dollar amount requested;**
- (f) Contact personnel where IRTA activity will be undertaken and provide summary credentials of faculty or other professionals with whom Fellow will be working;**
- (g) Letter from the dean of Fellow’s college or equivalent administrative unit supporting the USDA NN Fellow’s travel request and certifying that the travel experience will not jeopardize the Fellow’s satisfactory progress toward degree completion;**
- (h) Letter from the fellowships grant project director certifying the Fellow’s eligibility, the accuracy of the USDA NN Fellow’s travel request, and the relevance of the travel to the USDA NN Fellow’s advanced degree objectives;**

- (i) Deliverables, including the elements to be included in the IRTA report by the participating NN Fellow, and criteria that will be used to evaluate success of the Fellowships-IRTA; and**
- (j) An updated CSREES Form 2010 – Fellowship Appointment Form for any current Fellow participating in the proposed IRTA, placed immediately after the narrative text.**

**WHERE TO SUBMIT:**

National Needs Fellowship Grants Program Office

Format: e-Mail Attachment

e-Mail Address: [NNF@csrees.usda.gov](mailto:NNF@csrees.usda.gov)

Fax: 202-720-2030